

SKILLED LABORER

Recruitment #094899-00106212-9MI09D

Open, Nonpromotional

Spot Location – Camp Roberts

State of California
Military Department
9800 Goethe Road
P. O. Box 269101
Sacramento, CA 95826-9101
(916) 854-3138

AN AFFIRMATIVE ACTION EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

Applicants who meet the minimum qualifications as stated below. This is an open examination. Applications will not be accepted on a promotional basis.

HOW TO APPLY

Applications (STD. Form 678) are available from the California State Personnel Website: www.spb.ca.gov. Or available hardcopy at any State Agency. Applications must be postmarked by the **FINAL FILING DATE: March 9, 2010** to the address below:

**Military Department
9800 Goethe Rd, Box 27
P.O. Box 269101
Sacramento, CA 95826-9101**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

**APPLICATION
DEADLINE**

FINAL FILING DATE: March 9, 2010.

APPLICATIONS POSTMARKED AFTER THIS DATE WILL NOT BE ACCEPTED. NO APPLICATIONS WILL BE ACCEPTED BY FACSIMILE OR EMAIL. ONLY APPLICATIONS WITH AN ORIGINAL SIGNATURE WILL BE ACCEPTED.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contracted to make specific arrangements.

SALARY RANGE

\$3051 - \$3660 17.60 - \$19.25 Hrly

WRITTEN TEST

NO written test is required. The entire examination will consist of a Qualifications Appraisal Panel Interview.

**QUALIFICATIONS APPRAISAL
PANEL INTERVIEW**

Qualification Appraisal Panel Interviews are expected to be held in March 2010.

**REQUIRED
IDENTIFICATION**

NOTE: Accepted applicants are required to bring either photo identification card or two forms of signed identification to the examination

SKILLED LABORER
SCHEMATIC AND CLASS CODE: PA70 / 6212
EXAM CODE: 9MI09D

BULLETIN RELEASE DATE: February 23, 2010
FINAL FILING DATE: March 9, 2010

**ELIGIBLE LIST
INFORMATION**

A departmental open list will be established for the Military Department. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS AS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

NOTE: ALL APPLICATIONS/RESUMES MUST INCLUDE: “TO” AND “FROM” DATES (MONTH/DAY/YEAR); AND JOB TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED.

**MINIMUM
QUALIFICATIONS**

Ability to read and write English at a level required for successful job performance.

AND

Experience: Six months of experience in building or mechanical work.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to do manual labor and work in Military Environment

**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Appraisal Panel Interview (Weighted 100%). In order to obtain a position on the eligible list a minimum rating of 70.00% must be obtained in the interview.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

QUALIFICATIONS APPRAISAL INTERVIEW – Weighted 100%

**POSITION
DESCRIPTION**

Under supervision, to do miscellaneous skilled labor other than that required to be done by a craftsman; may instruct, lead or supervise inmates, wards or resident workers; and do other related work, tools, and equipment; cleans up after a job has been completed; assists maintenance work.

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the evaluation will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Maintaining tools, machinery, and equipment in good repair and condition.
2. Tools, materials, methods, and terminology used in the building and mechanical trades.

B. Ability to:

1. Demonstrate mechanical aptitude
2. Do manual labor
3. Follow oral directions

VETERANS' PREFERENCE

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points.

QUESTIONS

If you have any questions concerning this announcement, please contact the Examination Unit at the Military Department, 9800 Goethe Road, Box 27, Sacramento, CA 95827-2679, (916) 854-3138, California Relay (telephone) Service for the Deaf or Hearing impaired from TDD phones (800) 735-2929 and from voice phones (800) 735-2922.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Military Department, Examination Unit in Sacramento (916) 854-3138 three weeks after the final filing date if he/she has not received his/her progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Veterans Preference California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examination is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (STD Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Military Department reserves the right to revise the examinations plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: when a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts towards self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with TDD Device.